

**WESTERN CONNECTICUT STATE UNIVERSITY**  
**JOB OPPORTUNITY**  
**SECRETARY 1**  
(Grant funded position)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees/Exam List \*  
\*See below eligibility requirements.

**Location:** Pre-Collegiate & Access Services  
Danbury, CT - Midtown Campus

**Salary:** \$41,440 – \$54,377

**Hours:** Monday – Friday, 8:00 a.m. – 4:30 p.m.

**Job Posting No:** 056308

**Closing Date:** Friday, October 3, 2014

Responsible for the full range of secretarial support duties for the director and department staff of the Pre-Collegiate & Access Services department. Serves as the frontline receptionist and point of contact for students, faculty and staff. Process incoming/outgoing mail; answering/screening /directing incoming telephone calls; compose correspondence; typing, editing, proofreading; process department travel forms; filing; maintain data and run reports; office management; and order/maintain office supplies. Provide assistance with supervision & timekeeping of student workers; and create and maintain student & staff databases. Proficient in Microsoft Word and Excel is required. Must be a team player and possess excellent interpersonal and customer service skills. Please note: This position is funded by a state grant.

**ELIGIBILITY REQUIREMENTS:** External applicants must be on the current Secretary 1 certification list promulgated by the Department of Administrative Services (<http://das.ct.gov/cr1.aspx?page=13>.) State employees currently classified as Secretary 1 and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on SEBAC/Re-employment lists are given first consideration.

**NOTE:** Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. **Do not submit the required application materials unless you meet these eligibility requirements.**

**MINIMUM QUALIFICATIONS REQUIRED:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**GENERAL EXPERIENCE:** Two (2) years' experience above the routine clerk level in office support or secretarial work.

**SUBSTITUTION ALLOWED:** College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (½) year of experience to a maximum of two (2) years.

**NOTE:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**APPLICATION INSTRUCTIONS:** Eligible candidates must submit a cover letter, which includes the contact information of three (3) current professional references and a resume as one (1) Word document or PDF. Submit via email to: [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu). Do not submit the cover letter in body of the email. Do not submit the state application. In subject line of email reference: Your Last Name #056308 Secretary 1. Your email with the one attachment must be received no later than **Friday, October 3, 2014** in order to be considered. Late applications will not be accepted. **BE SURE TO READ THE ABOVE ELIGIBILITY REQUIREMENTS BEFORE SUBMITTING YOUR APPLICATION MATERIAL.**

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.